

## ONLINE REGISTRATION INSTRUCTIONS

- Go to the HOSA web site at [www.hosa.org](http://www.hosa.org).
- Select advisor services from the menu on the left.
- Click the Chapter Advisor link listed under National Affiliation in the middle of the screen
- Find the link that says Click Here to proceed on the page and click.
- Enter your Charter Number and Password and login.
- Select Conference Registration from the menu.
- You will be prompted to enter your Charter Number and Password again.
- The screen will have a set of instructions for you to read. On the upper right-hand corner, there is a drop down box where you can select the conference "Utah State Conference" and then click "Begin Registration".
- A complete list of your students will appear. Beside each student's name, there is a link to register that student for the conference. Click register for the person/student you want to enter and a screen with all of the options will come up.
- You will need to do the following for each person:
  - Specify Male or Female
  - Select classification (i.e. Secondary, Professional, Alumni or Postsecondary)
  - Select the event(s) or activities the person will participate
- Once you have made all of the above selections, you will click **submit** at the bottom of the page.
- If you need to register a guest, family member or chaperone that is not a member, there is a box to click to add that information on the main registration page where all of the names can be viewed.
- If the advisor has not registered as a member of HOSA, he or she must

For technical support, please call 800.321.4672 or 972.874.0062 and National HOSA will be glad to assist you. You may also call Denise Abbott at 801-226-6158 or [denisea@provo.edu](mailto:denisea@provo.edu)